

MEMORANDUM

To: Board of Regents

From: Board Office

Subject: Regent Merit System Classification Revisions

Date: January 7, 2002

Recommended Actions:

1. Approve the following revisions to the Regent Merit System Classification System contingent upon approval by AFSCME:
 - Pharmacy Manufacturing Technician I from pay grade 404 to pay grade 407.
 - Pharmacy Manufacturing Technician II from pay grade 407 to pay grade 409.
2. Approve the new supervisory classification of Facilities Services Coordinator in pay grade 111 and the upgrade of the supervisory Pharmacy Manufacturing Technician III from pay grade 109 to pay grade 112.

**Executive
Summary****Pharmacy
Manufacturing
Technician**

- Upgrades are proposed for the three levels of Pharmacy Manufacturing Technician (PMT) (I, II, and III). The PMT I and II are nonsupervisory classifications in the AFSCME Technical Bargaining Unit.
- The proposed upgrades of the PMT I and II have been sent to AFSCME for review and approval. It is requested that the Board approve these upgrades contingent upon the approval of the union.
- Major changes have occurred in the nature of the work, the client base and the regulatory environment since the three classifications were last reviewed.
- About 12 employees of the University of Iowa College of Pharmacy will be affected by these upgrades.
- The revised class descriptions are included as Attachments A, B, and C.

**Facilities
Services
Coordinator**

- The University of Iowa initiated the proposal for this new classification in the Regent Merit System.
- The university currently uses staff assigned to the classification of Supervisor, Custodian Services in pay grade 108 to direct the work of the large numbers of custodians.
- This classification does not adequately describe the duties that are currently performed by this group of supervisors.
- The proposed classification in pay grade 111 better describes the level of responsibility of these supervisors and the role they play in the financial and strategic planning of their work units.
- It is proposed that approximately 26 supervisors at the University of Iowa would be reclassified into the new classification. It would be also available for use, if the duties and responsibilities warranted, at the other Regent institutions.
- The proposed class description is included as Attachment D.

Background

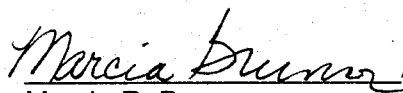
- The Regent Merit System Classification System consists of 294 individual classifications. As of June 30, 2001, 8,321 employees were classified into these 294 classifications.
- In 1984 the pay grade assignments of the classifications in the Regent Merit System were reviewed in accordance with the state law on comparable worth (Iowa Code §70A.18).

"It is the policy of this state that a state department, board, commission or agency shall not discriminate in compensation for work of comparable worth between jobs held predominately by women and jobs held predominately by men. 'Comparable worth' means the value of work as measured by the composite of skill, effort, responsibility and working conditions normally required in the performance of work."

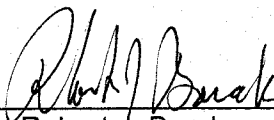
- Revisions to the classification system since the comparable worth review are made based upon the same Job Evaluation System.

**Approval
Requested**

Approval of the proposed revisions is recommended.


Marcia R. Brunson

Approved:


Robert J. Barak

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Pharmacy Manufacturing Technician I

Class Code: 3359

Pay Grade: 407

GENERAL CLASS DESCRIPTION:

Under the direct supervision of a Pharmacy Manufacturing Technician II or III, Pharmacy Technician Supervisor, or other designated Professional staff, performs the processes used in the manufacture of human and veterinary pharmaceutical dosage forms.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Acquires and delivers raw materials and supplies to be used in the manufacture of the drug products.
2. Weighs, mixes, blends, dries, filters, assembles, cleans, inspects, labels, and packages the final product.
3. Utilizes aseptic technique in horizontal and vertical flow hoods to prepare sterile products, including schedule I, II, III, IV, & V controlled substances and cytotoxic compounds.
4. Prepares solid dosage products, including schedule I, II, III, IV, & V controlled substances and cytotoxic compounds.
5. Documents all aspects of the manufacturing process as required in the manufacturing batch record.
6. Performs swab testing or rinse sample testing to document cleanliness of manufacturing equipment.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

Class Title: Pharmacy Manufacturing Technician I

Class Code: 3359

Pay Grade: 407

7. Sets up, operates, cleans and maintains a variety of complex and expensive equipment associated with the manufacturing of pharmaceutical dosage forms in accordance with cGMP's and department SOP's. This equipment includes but is not limited to the following;
Autoclaves, lyophilizers, microfiltration systems, ampule sealers, filling/packaging systems, component washers, specialized milling/grinding/mixing apparatus, encapsulation/tablet compaction systems, fluid bed/pan coating systems, and computerized labeling systems.
8. Inspects, labels, and packages various pharmaceutical dosage forms in accordance with cGMP's and department SOP's. These processes include but are not limited to the following;
Visual/mechanical examination of the finished product for contamination, content, appearance, and proper fill.
Setup, operate, clean, and maintain all equipment used in the inspection process (i.e. dessicators, light inspection stations, etc.).
Preparation and production of labeling materials. Setup, operate, clean, and maintain a variety of computerized and non-computerized labeling equipment. Documentation of all labels produced as required by the manufacturing batch record and cGMP's.
9. Packaging of finished product for shipping and preparation of all necessary documentation as directed.
10. Maintains orderliness and cleanliness of all assigned work areas.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the metric system.
2. Knowledge of drug and drug/food manufacturing nomenclature.
3. Knowledge and understanding of Standard Operating Procedures and Federal Current Good Manufacturing Practices as they relate to a food/drug regulated industry.
4. Ability to assemble/disassemble pharmaceutical manufacturing, packaging, & labeling equipment.

Class Title: Pharmacy Manufacturing Technician I

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5. Ability to operate various equipment including computers, calculators, and pharmaceutical manufacturing and packaging equipment.
6. Ability to work safely and willingness to comply with special safety and health precautions.
7. Ability to maintain effective working relationships.
8. Ability to sit or stand for an entire shift as required.
9. Ability to perform simple mathematical calculations.
10. Ability to interpret and follow written and oral instructions.
11. Ability to perform work under direct observation.
12. Ability to use software relevant to job duties (i.e. word processing, spreadsheets, database, email, specialized environmental systems control software and equipment operating/data collection software).
13. Ability to assist in training temporary laboratory assistants.
14. Ability to demonstrate proper safety procedures for manufacturing equipment and production areas.
15. Ability to learn and demonstrate proper safety procedures for handling raw materials including hazardous/regulated chemicals (i.e toxic, potent and/or carcinogenic chemicals, Schedule I to V controlled substances [regulated by State and Federal DEA], and alcohols [regulated by Federal ATF]).

CLASS SPECIFICATIONS:

High school graduate or equivalent. Experience and knowledge of computer systems including word processing.

REVISION EFFECTIVE: Proposed

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Pharmacy Manufacturing Technician II

Class Code: 3382

Pay Grade: 409

GENERAL CLASS DESCRIPTION:

Under the direct supervision of a Pharmacy Manufacturing Technician III, a Pharmacy Manufacturing Technician Supervisor, or other designated Professional staff, performs the technical activities necessary to manufacture various types of pharmaceutical dosage forms used in human or veterinary clinical research studies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Acquires and delivers raw materials and supplies to be used in the manufacture of the drug products.
2. Handles and keeps records of raw materials including hazardous/regulated chemicals(i.e. toxic, potent and/or carcinogenic chemicals, Schedule I to V controlled substances and alcohols).
3. Weighs, mixes, blends, dries, filters, assembles, cleans, inspects, labels, and packages the final product.
4. Utilizes aseptic technique in horizontal and vertical flow hoods to prepare sterile products, including schedule I, II, III, IV, & V controlled substances and cytotoxic compounds.
5. Prepares solid dosage products, including schedule I, II, III, IV, & V controlled substances and cytotoxic compounds.
6. Documents all aspects of the manufacturing process as required in the manufacturing record.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

Class Title: Pharmacy Manufacturing Technician II

Class Code: 3382

Pay Grade: 409

7. Sets up, operates, cleans and maintains a variety of complex and expensive equipment associated with the manufacturing of pharmaceutical dosage forms. This equipment includes but is not limited to the following;

Autoclaves, lyophilizers, microfiltration systems, ampule sealers, filling/packaging systems, component washers, specialized milling/grinding/mixing apparatus, encapsulation/tablet compaction systems, fluid bed/granulation/drying/pan coating systems, and computerized labeling systems.

8. Performs processes involved in the inspection, labeling, and final packaging of various pharmaceutical dosage forms. These processes include but are not limited to the following;

Visual/mechanical examination of the finished product for contamination, content, appearance, and proper fill.

Setup, operate, clean, and maintain all equipment used in the inspection process (i.e. dessicators, light inspection stations, etc.).

Preparation and production of labeling materials. Setup, operate, clean, and maintain a variety of computerized and non-computerized labeling equipment. Documentation of all labels produced as required by the manufacturing batch record and cGMP's.

Packaging of finished product for shipping and preparation of all necessary documentation as directed.

Documentation of all labels produced/dispensed as required by the manufacturing batch record.

9. Assists in the training of Pharmaceutical Manufacturing Technician I's and train hourly temporary laboratory assistants.
10. Maintains orderliness and cleanliness of all assigned work areas.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the metric system.
2. Knowledge of drug and drug/food manufacturing nomenclature.

Class Title: Pharmacy Manufacturing Technician II

Class Code: 3382

Pay Grade: 409

3. Knowledge and understanding of Standard Operating Procedures and Federal Current Good Manufacturing Processes as they relate to a food/drug regulated industry.
4. Ability to assemble/disassemble pharmaceutical manufacturing, packaging, & labeling equipment.
5. Ability to operate various equipment including computers, calculators, and pharmaceutical manufacturing and packaging equipment.
6. Ability to work safely and willingness to comply with special safety and health precautions.
7. Ability to maintain effective working relationships.
8. Ability to sit or stand for an entire shift as required.
9. Ability to perform simple mathematical calculations.
10. Ability to interpret and follow written and oral instructions.
11. Ability to perform work under direct observation.
12. Ability to use software relevant to job duties (i.e. word processing, spreadsheets, database, email, specialized environmental systems control software and equipment operating/data collection software).
13. Ability to train temporary laboratory assistants.
14. Ability to demonstrate proper safety procedures for manufacturing equipment and production areas.
15. Ability to learn and demonstrate proper safety procedures for handling raw materials including hazardous/regulated chemicals (i.e toxic, potent and/or carcinogenic chemicals, Schedule I to V controlled substances [regulated by State and Federal DEA], and alcohols [regulated by Federal ATF]).

Class Title: Pharmacy Manufacturing Technician II

Class Code: 3382

Pay Grade: 409

CLASS SPECIFICATIONS:

High school graduate or equivalent and;

Two years experience as a Pharmacy Manufacturing Technician I or;

Two years experience in a directly related position in the food/pharmaceutical/medical device industry or;

A combination of related post high school education and related industrial experience equal to two years.

REVISION EFFECTIVE: Proposed

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BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Pharmacy Manufacturing Technician III

Class Code: 3383

Pay Grade: 112

GENERAL CLASS DESCRIPTION:

Under the general supervision of a Staff Pharmacist or other designated professional staff, coordinates and supervises, with high proficiency, the operational systems and performs as necessary, the technical activities associated with the manufacturing of various types of pharmaceutical dosage forms used in human or veterinary clinical research studies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Responsible for ensuring that all subordinate technical support staff are in compliance with all federal and departmental regulations.
2. Demonstrates a high proficiency in the set up, performance, and operation of sophisticated manufacturing systems.
3. Responsible for the assigned equipment coordination and maintenance and all related records and documentation pertaining to quality assurance activities.
4. Responsible for the coordination of equipment and facility maintenance and all related records and other documentation pertaining to quality assurance activities.
5. Responsible for the training of all new Pharmaceutical Manufacturing Technicians and hourly laboratory assistants. Provides instruction, evaluates performance, follows up on training needs, and completes appropriate training documentation for supervised personnel. Prepares schedules for support staff and consults with supervisors as needed.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

Class Title: Pharmacy Manufacturing Technician III

Class Code: 3383

Pay Grade: 112

6. Coordinates daily functions of Pharmacy Manufacturing Technician I and II's to meet schedules and needs as defined by Pharmacy Manufacturing Technician Supervisor and other designated professional staff.
7. Provides functional supervision to Pharmacy Manufacturing Technician I and II as needed.
8. Assists with interviewing technician candidates, checking references, and provides input on evaluation of candidates.
9. Hire, train, discipline, evaluate, and terminate assigned Pharmacy Manufacturing Technicians and part time laboratory support staff.
10. Coordinates the ordering of laboratory supplies.
11. Coordinates equipment and facility maintenance and all related records and other documentation pertaining to quality assurance activities.
12. Performs as needed all duties and responsibilities of a Pharmacy Manufacturing Technician I and II.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the metric system.
2. Knowledge of drug and drug/food manufacturing nomenclature.
3. Knowledge and understanding of Standard Operating Procedures and Federal Current Good Manufacturing Practices as they relate to a food/drug regulated industry.
4. Ability to assemble/disassemble pharmaceutical manufacturing, packaging, & labeling equipment.
5. Ability to operate various equipment including computers, calculators, and pharmaceutical manufacturing and packaging equipment.
6. Ability to work safely and willingness to comply with special safety and health precautions.

Class Title: Pharmacy Manufacturing Technician III

Class Code: 3383

Pay Grade: 112

7. Ability to maintain effective working relationships.
8. Ability to sit or stand for an entire shift as required.
9. Ability to perform basic mathematical calculations.
10. Ability to interpret and follow written and oral instructions.
11. Ability to perform work under direct observation.
12. Ability to maintain effective working relationships with others.
13. Ability to maintain records, prepare schedules for support staff, train and direct support staff, and assist with administrative and supervisory activities, including performance evaluations and personnel time records.
14. Ability to use software relevant to job duties (i.e. word processing, spreadsheets, database, email, specialized environmental systems control software and equipment operating/data collection software).
15. Ability to train and supervise temporary laboratory assistants.
16. Ability to demonstrate proper safety procedures for manufacturing equipment and production areas.
17. Ability to learn and demonstrate proper safety procedures for handling raw materials including hazardous/regulated chemicals (i.e toxic, potent and/or carcinogenic chemicals, Schedule I to V controlled substances [regulated by State and Federal DEA], and alcohols [regulated by Federal ATF]).

Class Title: Pharmacy Manufacturing Technician III

Class Code: 3383

Pay Grade: 112

CLASS SPECIFICATIONS:

High school graduate or equivalent and;

A combination of five years experience as a Pharmacy Manufacturing Technician I & II or;

Six years experience in a related position in the food/pharmaceutical/medical device industry or;

A combination of related post high school education and related industrial experience equal to six years.

REVISION EFFECTIVE: Proposed

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BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Facilities Services Coordinator

Class Code: 5031

Pay Grade: 111

GENERAL CLASS DESCRIPTION: Under general supervision, is responsible for facilities services operations and/or for coordinating facilities services activities to provide a physical environment that promotes institutional excellence. Provides leadership and/or supervision and resources as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Coordinates and/or oversees facilities functions and activities such as the following: cleaning, maintenance and repair; warehousing and storage; environmental quality; special function/event preparation, snow removal; contracted and in-house services such as pest control, window washing, and specialized departmental services including installation of interior furnishings, remodeling coordination, etc.
2. Schedules, assigns and directs the workflow of a large number (18-35) facilities services staff.
3. Plans procedures and work methods to improve productivity and service methods in order to meet customer needs. Revises or recommends revisions to improve efficiency of facilities operations and services.
4. Appraises condition and cleanliness of grounds and facilities and initiates requests for corrective action as needed.
5. Interviews, hires or recommends hiring, trains and orients staff. Evaluates employee performance, coaches, facilitates work unit or team activities, and conducts or recommends disciplinary actions, promotions, and terminations.
6. Responds to both internal customer complaints and requests from external departments related to the delivery and improvement of a broad scope of services.
7. Confers with staff and vendors to negotiate best possible product and service delivery methods and schedules for customer satisfaction.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Class Title: Facilities Services Coordinator

Class Code: 5031

Pay Grade: 111

8. Maintains inventories of products, equipment, linens, uniforms and other supplies as needed to meet operational and customer needs.
9. Coordinates repairs and maintenance of equipment utilized by facilities services staff. Evaluates, tests, and recommends purchase of new supplies and equipment as necessary.
10. Provides direct input to unit budget preparation, keeps and prepares reports, time and space studies, supply and equipment procurement and other reports and other reports or records as needed.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of facilities and industry standards in cleaning and maintenance of buildings.
2. Knowledge of safety standards and safe work practices.
3. Knowledge of institutional policies and procedures.
4. Knowledge of administrative activities to include preparation of specific and period reports, fiscal records and service changes.
5. Knowledge of measures to improve production/service methods, equipment performance, scheduling and quality control.
6. Knowledge of aseptic cleaning and maintenance techniques.
7. Knowledge of computer operations and windows software programs.
8. Ability to communicate effectively, both orally and in writing, with students, faculty, staff, vendors and the general public.
9. Ability to lead, coach, motivate, direct, train, and provide resources to staff members of the unit.

Class Title: Facilites Services Coordinator

Class Code: 5031

Pay Grade: 111

CLASS SPECIFICATIONS:

1. Graduation from high school or GED equivalent, and
2. Three years supervisory and facilities management experience, and
3. Valid driver's license.

EFFECTIVE: **PROPOSED**

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